

**UNITED STATES DISTRICT COURT  
DISTRICT OF DELAWARE  
VACANCY ANNOUNCEMENT 16-03**

**CHIEF U.S. PROBATION OFFICER  
U.S. Probation and Pretrial Services Office**

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***Opening Date:*** June 10, 2016

***Closing Date:*** July 1, 2016

***Location:*** Wilmington, Delaware

***Salary Range:*** up to JSP-16/up to \$170,400.00 (salary commensurate with experience)

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**Position Overview:** The Chief Probation Officer administers and manages the Probation and Pretrial Services Office for the United States District Court for the District of Delaware. This position, which reports directly to the Chief Judge, oversees a staff of approximately 20 employees, including probation and pretrial services officers, administrative and clerical staff, and serves four District Judges and three Magistrate Judges. The Chief Probation Officer oversees one divisional office in Dover, Delaware.

**Representative Duties:** As Chief Probation Officer, the incumbent will perform administrative and operational responsibilities such as the following:

- Organizes the probation office to ensure expeditious handling of investigative work for the Courts, institutions, and parole authorities to include effective case supervision of probationers, parolees, persons on supervised release, and persons under pretrial supervision.
- Reviews, analyzes, and interprets statutory provisions, Judicial Conference policy, and Parole Commission requirements for the administration of probation, pretrial, and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.
- Maintains administrative liaison with the Court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of this Court, along with standards to ensure an appropriate level of service delivery.
- Selects and recommends candidates for appointment as probation and pretrial services officers to the Court, and appoints all non-officer personnel; provides specific recommendations to the Court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines all personnel are carefully selected and adequately trained; and, makes certain the work of all subordinates is systematically evaluated.
- Oversees supervision of the office, including all clerical, professional, supervisory, and administrative personnel.

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- Responsible for determining personnel projections, space allocations, and operating allowance needs; approves requisitions; certifies vouchers for payment; and, maintains appropriate fiscal control in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.
- Establishes and administers continuing in-service training programs to ensure high quality service delivery through consistent staff development.
- Maintains a system of communication, to provide staff with an awareness of pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and, assures accountability with minimal interference to service delivery.
- Maintains liaison with the Chief Judge and other Judges; makes specific recommendations regarding Court related criminal justice issues, including matters relating to sound sentencing practices.
- Develops, implements, and maintains a system to monitor and evaluate bail activities to assist in the improvement of the bail process; provides information to the Court on results of bail decisions.
- Establishes and maintains cooperative relationships with other probation and pretrial services offices to ensure all requests for assistance from other districts are met promptly and effectively.
- Establishes and maintains cooperative relationships with all components of the criminal justice system to include federal, state, and local law enforcement, correctional, and social service agencies.
- Promotes conditions which encourage staff to act with integrity, to work together in a collegial environment, and maintain a commitment to excellence.
- Assumes responsibility for communication to the news media and for any public relations program, which explains probation, pretrial services, supervised release, parole, and other correctional services to the community.
- Manages staff and monitors community events and issues, with special attention on alleviating hazardous office and field incidents.
- Occasionally, the Chief Probation Officer may perform the duties of a probation officer or of a supervising probation officer.

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**Qualifications:** To qualify for the Chief Probation Officer position, a candidate:

- ▶ Must have a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration, which provides evidence of the capacity to understand and apply legal requirements and human relations skills involved in the position. An advanced degree in an appropriate field of study is preferred.
- ▶ To qualify for a JSP 14, 15, or 16, a person must have three years of specialized experience, one of which must be at the next lower grade level or its equivalent. This experience must be progressively responsible experience in the investigation, supervision, counseling and guidance of defendants and offenders in community correction or pretrial programs, and must be earned after completion of a bachelor's degree. Experience as a police officer, FBI agent, customs agent, marshal, or similar positions do not meet the requirements of specialized experience.
- ▶ Substantial management experience that provides a thorough understanding of organizational, procedural, and human aspects of managing an organization is preferred. Such experience typically includes application and experience in financial management, human resources administration, oversight of information technology, and long and short-range planning. Three years of substantial management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade level.

**Maximum Entry Age For Law Enforcement Retirement Coverage:** *There is no "maximum entry age" for this position; however, in order to be included under federal law enforcement retirement provisions, an individual would have to meet "maximum entry age" provisions as follows:* First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37<sup>th</sup> birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirements.

**Desirable Characteristics:** Successful candidate should be a leader and motivator, have excellent communication skills, possess good judgment, and maintain a professional appearance and demeanor at all times. The ability to meet the public, work harmoniously with others, and communicate effectively, both orally and in writing is required. The successful candidate must be able to balance the demands of varying workload responsibilities and deadlines.

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**Information for Applicants:**

Submit resume giving education, experience, salary history, and daytime telephone number to:  
**United States District Court, ATTN: John A. Cerino, Clerk of Court, 844 N. King Street,  
Unit 18, Wilmington, Delaware, 19801-3570.**

The U.S. District Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position(s) sooner than the closing date, if a closing date is shown, any of which action may occur without prior written notice or other notice.

The salary for this position will be based upon experience and education in accordance with the Judicial Salary Plan of the U.S. Courts. Advancement on the pay scale is contingent upon satisfactory performance.

This position is a mandatory EFT (Electronic Funds Transfer) participation for payment of net pay, i.e., Direct Deposit.

The U.S. District Court requires employees to adhere to a Code of Ethics and Conduct which is available to applicants for review upon request.

Verification of employment eligibility according to the Immigration Control and Reform Act of 1986 will be required of all new employees of the U.S. District Court.

The Chief Probation Officer position is a high-sensitive position. The selected candidate must undergo a thorough background investigation. Also, prior to appointment, the selectee considered for this position will undergo a medical examination and drug screening. Upon successful completion of the medical examination and drug screening, the selectee may then be appointed provisionally, pending a favorable suitability determination by the Court. In addition, as conditions of employment, incumbent will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations. The medical requirements and the essential job functions derived from the medical guidelines for probation officers, pretrial services officers and officer assistants are available for public review at <http://www.uscourts.gov/>.

Due to the volume of applications received, the U.S. District Court will only communicate to those individuals who will be tested or interviewed. If you are not notified by us, another candidate within the recruitment was selected.

The U.S. District Court will maintain applications or resumes on file to quantify applicant data for statistical reporting requirements.

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**Travel expenses associated with an initial interview, if applicable, will be borne by the applicant.**

**THE UNITED STATES DISTRICT COURT IS  
AN EQUAL OPPORTUNITY EMPLOYER**